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1 May 1947

OUTLINE GUIDE FOR JANISCHAPTER RESPONSIBILITY

<u>Chapter</u>	<u>Responsible Agency</u>
I. BRIEF	JISPB
II. MILITARY GEOGRAPHY	MID
III. OCEANOGRAPHY	ONI
IV. COASTS AND LANDING BEACHES	ONI, OCE
V. CLIMATE AND WEATHER	JMC
VI. PORTS, SHIPPING, AND <u>NAVY</u>	ONI, OCE
VII. TRANSPORTATION AND TELECOMMUNICATIONS	OCE, Sig.C
VIII. CITIES AND TOWNS	OCE
IX. RESOURCES AND TRADE (S. & A.)	MID, OCE, USGS, USDA, FED.RES.
X. PEOPLE AND GOVERNMENT (S. & A.)	STATE
XI. HEALTH AND SANITATION (S. & A.)	MID (SGO)
XII. <u>AVIATION</u>	A-2
XIII. GAZETTEER AND MAP APPRAISAL	BGN, AMS, STATE ←

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 at Los Committee
 25 Sept 1947

(copy to each member)

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OUTLINE GUIDE FOR JANIS

CHAPTER II

MILITARY GEOGRAPHY

20. Introduction

A. Scope and organization of chapter.

21. General Description of Area as a Whole

A. Relief, drainage, and regional terrain pattern.

B. Vegetation.

C. Soil trafficability.

22. Detailed Description of Regions

(In all descriptions stress aspects having operational significance rather than make an uncritical travelogue.)

A. Region A.

(1) Subregion A-1.

(a) Relief and drainage

(b) Vegetation.

(c) Soil trafficability.

(2) Subregion A-2.

(a) Relief and drainage.

(b) Vegetation.

(c) Soil trafficability.

(3), (4), (5) etc. continue outline for additional subregions.

B. Region B.

(1) Subregion B-1.

(a) Repeat as in subregions under A.

C, D, etc., continue for additional regions.

23. Regional Summary (Concise summaries of terrain of each region including climatic information to be furnished by JMC. May be presented in tabular form on regular pages.)

24. Routes to Critical Areas (Terrain and soil trafficability along natural routes. Include brief mention of developed lines of transportation and settlements on routes.)

25. Principal Sources.

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List.

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2. Military Geography (Brief).

A full summary of the chapter (about 10 pages) giving essential facts, to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text material. A concise section on significant areas should be written, for use in the introduction of the Brief.

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CHAPTER III

OCEANOGRAPHY

30. Summary

31. Tides and Currents

(To be presented mainly in chart and table form. Mention sources where tide tables and other periodic data can be obtained.)

A. Tidal ranges.

B. General circulation.

C. Notable local peculiarities in tides and currents.

32. Sea and Swell

A. Amount.

B. Direction.

33. Sea-Water Characteristics

A. Temperature.

(1) Charts of horizontal distribution.

(2) Ice chart.

(3) Variation with depth.

B. Salinity and density.

(1) Chart of horizontal distribution.

(2) Variation with depth.

C. Transparency and color (concise).

D. Peculiarities of acoustical conditions.

34. Algae and Bioluminescence

35. Principal Sources

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List.

* * * * *

3. Oceanography (Brief)

A full summary of the chapter giving essential facts, to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text.

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CHAPTER IV

COASTS AND LANDING BEACHES

40. Introduction

A. General summary. (Brief tabular description of sea approach, coastal terrain, and major beach areas, to supplement maps of "Coastal Divisions and Beach Areas" and "Coastal Terrain.")

TABLE IV-1 (Example)

SUMMARY OF COASTS AND LANDING BEACHES (Figure IV-....)

SECTOR	SEA APPROACH	COASTAL TERRAIN	BEACHES
41. ---- to -----	Mostly unobstructed; isolated islets and drying rocks near- shore; 10-fathom line 4 to 6 miles offshore; 5-fathom depths as close as 2 miles from shore.	Narrow coastal plain backed by rolling hills rising to mountains about 8 miles inland.	Four areas of short, narrow, sandy beaches backed by lagoons, mostly near N end of sector.
42. ---- to -----	Obstructed by many islets lying on broad drying mud flats; 10 fathom line 8 to 12 miles from shore. Fleet anchorage in Longview Bay.	Broad plain extends inland 10 to 15 miles to base of mountains	Almost con- tinuous sandy beach broken by small swampy areas; good access inland.
43. --- to -----	etc. etc.		

B. Maps and charts. (References to location map, key map, and Plans.)

C. Explanation of beach selection and description.

(1) Criteria for selection.

(2) Reliability index.

(3) Scale of bottom gradients.

D. Navigational instructions and port facilities. (Reference to pilots, charts, and Chapter VI.)

E. Air facilities. (Explain possible conflict with Chapter XII.)

F. Distances. (Standards for use of nautical and statute miles.)

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G.*Positions of places. (If discrepancies exist between different map or chart series, coordinates used in JANIS refer to _____ series, preferably to Plans.)

H.*Names of places. (Reference to Gazetteer.)

I.*Glossary. (Common generic terms relating to terrain, hydrography, and political subdivisions.)

* Can be omitted if not needed for particular chapter.

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41. Sector

(Coordinates of limits of sector.)
 (Reference to Plans showing sector; reference to Coastal Division and Beach Areas map, Figure IV-....)

(Sectors, preferably not exceeding 9 in number, should be based on clear divisions between different types of coastal terrain, which should agree in general with terrain regions presented in chapter II, Military Geography; major objectives preferably should be near centers of sectors rather than at their limits; sector limits should be described in terms of distances from prominent geographic features such as major headlands.)

(General statement without heading. Brief summary of hydrography, coast, terrain backing coast, and number, character, and approximate location of landing beaches. If sector is too varied to be summarized without dividing into subsectors, general statement may be confined to features common to whole sector, list of subsectors within sector, and number and approximate location of major beaches.)

A. Subsector. (Single island, group of islands, or stretch of coast.

(Coordinates of limits of subsector.)
 (Plans of subsector; Figure numbers of strip maps of subsector; U.S.H.O. Charts of subsector.)

(Subsectors should be selected as logical coastal units in which hydrographic or terrain conditions, or both, are sufficiently uniform to permit generalization. Limiting of subsectors to lengths convenient for the making of strip maps leads to unnecessary repetition in the description of the areas covered by strip maps. If subsectors are represented by two or more strip maps, these can be distributed through the text so that the advantages of having map and text contiguous will be retained.)

(General statement without heading.+ Brief description of general characteristics of subsector; very brief if covered in generalization under sector heading.)

- (1) Coast. (Progressing along coast, give for each part of the coast a brief statement of offshore approach and shore features, followed by description of coastal terrain. Leave description of beaches to heading (2). Avoid duplicating information that is clearly and correctly conveyed by the Plans or strip maps (distances, shapes, and dimensions of bays and islands, spot heights, etc.), except where such duplication is essential to clear statement. Coastal description of subsector may be broken into subdivisions 1, 2, 3, etc., as plotted on strip maps.)

1+

Subdivision.+ (Subdivisions should be logical coastal units such as a stretch of fairly uniform coast, an island or group of islands, a bay or group of similar bays, a prominent peninsula.)

2,+ 3,+ etc.

Subdivision.

- (2) Landing beaches. (Exclude general coastal description. Beach areas are each identified by reference number in parentheses keyed to encircled reference number on map of "Coastal Divisions and Beach Areas." (General statement without heading can be given if desired.)

Example 1, (no beaches).

(2) Landing beaches.
"(None described.)"

Example 2, (beach table but no detailed text description.

(2) Landing beaches.

(General statement)

(Beach table; see sample below.)

Example 3, (beach table and detailed text description)

(a) General.

(General statement)

(Beach table; to be typed lengthwise of page.)

TABLE IV-....

LANDING BEACHES OF COASTAL SUBSECTOR....

Reliability ... (Plan)

Beach areas physically most suitable for landings are marked with asterisk (*).

Number and location of beach area	Near-shore	Length and usable length	Width at H.W. and L.W. zone	Gradient in H.W. zone	Surf and shore drift	Material and firmness	Terrain immediately behind beach	Con- tions inland
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(1)* E of Johns- ville, (Plan 3; Fig IV-5 **	Rocks at E end; bottom gentle	2.9 mi., inter- rupted for 0.5 mi. by rocks	100 to 150 ft. at H.W., 25 to 50 ft. at L.W.	1 on 20. light; shore drift W along main extent	Surf Sand; firm at L.W. line. Used by wheeled vehicles	Local rocky slopes at E; exten- sive sand- dune area at center	Trail from W end of beach Johns- ville, R.R. 5 mi. inland
--	---	--	---	---	---	--	--

** If beach is also described in text, add here "(See also (b) below.)"

(Coordination of coastal description and beach description should be maintained in the planning, writing, and drafting stages so that beaches or beach areas do not cross sector or subsector boundaries, and, if possible, do not cross subdivision boundaries.)

- (b) Single beach area. (If description is brief it may be run without subheadings. If description is longer, headings 1, 2, 3, and 4 may be used as follows.)

1. Location and extent. (Give location of beach, not of of coast segment; length, usable length, and shape of beach; location with regard to landmarks and developed areas.

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2. Sea approach. (Deal briefly with area shoreward of 40-fathom depth or of 10 miles from shore, whichever is smaller; describe in greater detail area shoreward of 5-fathom line; bottom gradient and character of bottom; locations and depths of reefs, bars, rocks, shoals, and other dangers; anchorage areas; local conditions of winds, tides, currents, waves and water temperature ranges.)
3. Character of beach. (Physical consistency and bearing capability at H.W. and L.W; width, gradient; surf and currents; surface features and obstructions; structures such as groins and bulkheads; locations of rivers and streams entering or crossing beach; tidal flats and salt marsh, including consistency of bottom; local use; local weather peculiarities; sources of fresh water -- potable and nonpotable; areas most suitable for landings.)
4. Adjacent terrain and exits. (Topography on flanks of beach immediately backing beach, and inland at least 5 miles or to first major barrier; roads, trails, waterways, natural corridors, and cross-country exits from beach; trafficability; emergency landing places for aircraft; nearest potable water; nearest radio, telephone, and telegraph, telephone, telegraph and power lines; power plants; railroads; habitations.)

(c), (d), etc., Single beach area. (Group of closely related beaches.)

B, C, etc., Subsector. (Stretch of coast, single island, or group of islands.)

(Coordinates, etc., as in A, above.)

(General statement without heading.)+

(1), (2), as above.

42, 43, etc., Sector

Last topic. Principal Sources

A. Evaluation. (Brief statement of general adequacy of source material and important gaps in information; most important sources, with general appraisal of their reliability, age, etc.)

B. List of references.

(Maps and charts should be listed last in a separate group headed: Maps and Charts.)

If landing places other than beaches are described, or if descriptions of beach areas and other landing places are interspersed, use general heading, (2) Landing places, and follow outline provided on page 9 of Outline Guide for JANIS 74.

References within text:

Charts. In order to call attention to the largest-scale chart of any stretch of coast, it is desirable to insert a chart reference wherever attention must be transferred from one chart to another, as (U.S.H.O. Chart 1696).

TAB

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ENCLOSURE

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CHAPTER V

CLIMATE AND WEATHER

50. General Climatic - Synoptic Regime.

- A. Climatic Summary by seasons.
- B. Synoptic aspects of weather and climate.
- C. Forecast problems.

51. Practical Aspects of Weather and Climate.

A. Ground operations.

- (1) Mobility.
- (2) Air Support.
- (3) Communications.
- (4) Observation.

B. Air operations.

- (1) Low-level operations.
- (2) High-level operations.
- (3) Incendiary bombing.
- (4) Parachute operations.

C. Naval operations.

- (1) Surface operations.
- (2) Sub-surface operations.
- (3) Seaplane operations.
- (4) Replenishment operations.
- (5) Training operations.

D. Amphibious operations.

E. Chemical and biological warfare.

F. Sound-ranging and radar propagation.

G. Construction.

H. Transportation and supply.

I. Clothing, storage, and shelter.

J. Agriculture.

K. Industry.

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52. Meteorological Facilities and Organization.

A. Meteorological Services.

(1) General. (Includes evaluation of service).

(2) Observation and forecast stations. (Map; also shows communications)

B. Meteorological equipment and personnel.

53. Climatic Summary.

A. Precipitation (Include data on drought, flood, hail damage, etc.)

B. Temperature (include data on frost and growing season).

C. Humidity (include data on evaporation).

D. Surface wind.

E. Upper air wind.

F. Cloud and ceilings.

G. Thunderstorms and turbulence.

H. Icing.

I. Visibility (fog, haze, dust, smoke).

J. Miscellaneous weather phenomena of special importance (in the particular area of the study).

54. Principal Sources.

A. Evaluation of material presented, from standpoint of adequacy of records.

B. List of references.

* * * * *

5. Climate and Weather (Brief).

A full summary of chapter including essential facts to be included in Chapter I. The most important maps and graphs may be repeated in the Brief, and should be cited in the text.

* * * * *

Climate of Terrain Regions (for inclusion in Chapter II). Concise synthetic description of the climatic elements of each terrain region (or groups of terrain regions). Map showing the breakdown of terrain to be furnished by Topographic Branch, MID. Include data particularly pertinent to ground operations and agricultural use of the region.

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CHAPTER VI
OUTLINE

60. Introduction

A. Ports.

(1) General characteristics

General discussion covering.

Areal distribution and grouping of ports.

Pertinent characteristics of ports in regard to:
comparative size, layout, use, methods of
operation, and relative position in transpor-
tation system and commercial economy of area.

(2) Summary of ports.

Arrange as follows:

Basis of selection between principal and secondary
ports.

Short narrative description of principal and
secondary ports.

General summary of minor ports and anchorages.

Tabulation of significant details of the principal
and secondary ports.

(3) Chapter organization and subject treatment.

(a) Sequence of port studies.

(b) Definitions and units of measure.

(c) Method of calculating berthing capacity (JISPB,
Ch.6 Memo #2).

(d) Method of calculating unloading capacity (JISPB,
Ch.6 Memo #2).

(e) Method of calculating anchorage berths (JISPB,
Ch.6 Memo #1).

(f) Other significant features.

(g) Glossary. (List, with English equivalents, common
port and harbor terminology in language of area).

B. Shipping.

Brief summary including:

Size of ocean-going and coastal fleets.

General vessel types.

Principal uses.

Ownership and control.

Relative position versus foreign-flag vessels in
commerce of area.

Pattern of trade routes.

C. Navy.

(1) General summary (relative size, caliber and strength;
organization).

(2) Shore establishments. (Brief description of each base.)

(3) Fleet. (Brief description of composition of fleet.)

61. Principal ports.

A. Name of port.

General summary, including such features as:

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Location
Importance (brief discussion of city and port as unit - population, industries, etc.).
Nature of port (physical situation).
Type of port (function).
Hinterland and trade.
Evaluation of port facilities.
Capacity (vessel berthage and cargo unloading and clearance).

(1) Harbor.

Brief summary of harbor (as differentiated from the port):
Physical situation - position, size, shape, layout.
Shelter - natural, artificial. (Describe breakwaters.)
Depths (indicate whether liable to silting and details of dredging normally necessary).
Bridges spanning portions of harbor and regarded as obstructions to shipping.

(a) Entrance channel.

Discuss such factors as:
Length and configuration.
Governing width and depth.
Liability to silting and details of dredging normally required.
Aids to navigation. (Summary only.)
Pilotage (necessity for, and availability of local pilots).

(b) Anchorage.

Include:
Distribution of anchorages.
Depths and bottom conditions.
Mooring buoys.
Number of anchorage berths by classes.

(c) Hydrographic features.

Tidal ranges and interval, currents, sea and swell.
Adverse conditions that effect port operations

(d) Local weather.

Very brief summary of weather conditions as they affect port operations.

(2) Terminal facilities.

(a) Piers, wharves, and landings.

1. General summary covering:
General analysis and evaluation of terminal layout and wharf construction.
Total berthage by vessel type.
Functional classification (i.e., indicate general cargo wharves, oiling piers, lighters and coaster wharves, bulk cargo wharves, small craft basins, etc.).
Details of wet docks or basins when present.
Adjacent hard, ramps or beaches usable by amphibious lighters and landing craft.

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2. Details of piers and wharves.

Tabulate details of each wharf unit. In dual purpose ports, treat both commercial and naval wharves.

- a. Name
- b. Location (reference number on port plan).
- c. Owner and operator.
- d. Use.
- e. Type and construction.
- f. Dimensions:
 - Length and width.
 - Depths alongside (l.w.).
 - Width of apron.
 - Height of deck above low water.
 - Capacity per sq. ft.
- g. Berthage (capacity by vessel type).
- h. Transit sheds (on wharf):
 - Number.
 - Type of construction.
 - Dimensions.
 - Number of floors.
 - Height between floors.
 - Total floor area.
 - Lighting.
- i. Mechanical handling facilities:
 - Number.
 - Type.
 - Max. lift capacity or handling rate.
 - Reach.
 - Type of power.
- j. Rail and road connections:
 - Number, location, and gauge of tracks.
 - Position of tracks for direct unloading to cars.
 - Accessibility to wharf by trucks.
- k. Estimated unloading capacity.
- l. Water supply (number and capacity of connections).
- m. Electricity.
- n. Remarks (include pertinent data not mentioned above, i.e., unusual berthing method, etc.).

(b) Summary of hoisting facilities.

List in tabular form, details of mechanical hoisting facilities of port, ashore and afloat.

(c) Harbor craft.

Tabulate numbers and details of service craft located in port:

- Tugs. (no. size, H.P.)
- Lighters. (no. & capacities)
- Bunkering craft. (capacity & rate of handling)
- Ferries. (type: passenger, vehicle, railway cars; capacity and usual route)
- Dredges. (Type, capacity in depth & cu. yds. per hr.)
- Miscellaneous.

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(3) Storage facilities.

(a) Warehouses.

Present in tabular form all warehouses suitable for use in connection with port operations, including such details as:

- Location.
- Owner and operator.
- Commodities stored.
- Type of construction.
- Length and width.
- Number of floors.
- Height between floors.
- Total floor area (sq. ft.)
- Total capacity (cu.ft.)
- Mechanical handling facilities.
- Rail and road connections.

(b) Grain elevators.

Tabulate details of each grain elevator including such items as:

- Location.
- Owner and operator.
- Type of construction.
- Berthing space alongside.
- Depth alongside.
- Storage capacity.
- Normal handling capacity per hour:
 - Car to elevator.
 - Elevator to car.
 - Ship to elevator.
 - Elevator to ship.
- Equipment for handling:
 - To and from cars.
 - To and from ships.
- Rail and road connections.

(c) Cold storage facilities.

- Location
- Owner and Operator
- Type of construction
- Storage capacity (cu. ft.)

(d) Supply dumps.

Locate areas on waterfront suitable for open stacking; include such details as:

- Size (sq. ft.).
- Capacity (tons).
- Distance from ship berths.
- Rail and road connections.

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(4) Capacity and clearance.

(a) Unloading capacity.

Estimate total unloading capacity of port per 8-hour day. Figure should be a total of the individual capacities of each ship berth plus lighterage capacity of vessels in stream (if lightering is customary in port or is feasible in planning).

Include for comparison, actual performance records if available. Discuss availability and quality of local longshore and harbor labor.

(b) Facilities for clearing port.

Brief discussion (including evaluation) of clearance capacity of port via these facilities.

(5) Supplies.

(a) Fuel oil.

Tabulate details of each storage and bunkering installation, including such items as:

Storage facilities:

Owner and operator.

Location.

Number of tanks.

Total capacity (42-gal. bbl.).

Supply:

Sources.

Grades in stock. (Fuel, diesel, gasoline, lub oil, etc.)

Normal supply in 42-gal. bbl.

Bunkering facilities:

Location.

Type of facility.

Berthing space alongside.

Depth alongside.

Pipelines (number and dimensions.)

Bunkering capacity (rate per hour).

(b) Coal.

Tabulate details of each storage and bunkering installation, including such items as:

Storage facilities:

Owner and operator.

Location.

Capacity.

Supply:

Sources.

Grades in stock.

Normal supply.

Bunkering facilities:

Location.

Type of facility.

Berthing space alongside.

Depth alongside.

Method of handling.

Bunkering capacity (rate per hour).

(c) Water.

Brief summary of source, quality, method and rate of supply to ships.

(6) Repair facilities.

(a) Dry docks.

Discuss each plant as an integrated unit:
include a summary of size and quality of
shops and yard equipment, and a tabulation
of dimensions and capacity of each docking
installation (graving dock, floating dry
dock, marine railway).

(b) Marine repair plants.

Discuss engineering plants specializing in or
capable of marine repairs, but lacking dry
docking facilities. Indicate equipment and
repair capacities of plants.

(7) Trade of port.

In tabular form:

Totals, in weight tons, of imports and exports
for most recent year and for most representa-
tive year. List by commodity and amount, and
break down by direction - foreign and
domestic.

Ratio of ports trade to national total. Use
data for 5 or so representative years.

62. Secondary Ports

If information is available, use all applicable headings
shown under Topic 61. Eliminate or combine headings
where necessary or desirable.

63. Minor Ports and Landings

Tabulate significant details of smaller ports not
treated in Topics 61 and 62 (ports relatively un-
important in extent of trade and port facilities
but which are usable by ships).

64. Anchorages.

Present in tabular form, all anchorages suitable for
ocean-going vessels, with pertinent data on
hydrography, shelter, and capacity. Include ports
already discussed in Topics 61, 62, and 63 as well as
harbors with no port installations.

65. Shipping.

A. Merchant fleet.

General discussion covering such items as:

Size of merchant fleet (breakdown by tonnage and type
Ownership and control.

Government subsidization.

Relative position versus foreign-flag vessels in
commerce of area.

Discuss both deepwater and coastwise fleets and give
brief mention of fishing fleet.

B. Routes.

(1) Foreign.

Indicate pattern and significance, ports of call,
commodities handled, etc.

(2) Domestic.

Indicate pattern and significance, ports of call,
commodities handled, seasonal limitations, etc.

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66. Navy.

A. Organization (Brief outline discussion only; possibly in form of diagrammatic chart).

- (1) Administration.
- (2) Personnel.
- (3) Normal distribution of forces.
 - (a) Land forces.
 - (b) Sea forces
 - (c) Air forces.

B. Naval bases and stations (treat in order of importance).

- (1) Name of base.

General summary covering such features as:

- Location.
- Importance.
- Organization.
- Principal function.
- Major facilities.
- Port capacity (number and types of vessels).

- (a) Harbor

Brief summary of harbor (as differentiated from port):
 Physical situation - position, size, shape, layout.
 Shelter - natural and artificial.
 Depths.

- 1. Entrance channel.

Treat such features as:
 Length and configuration.
 Governing width and depth.
 Aids to navigation.
 Pilotage (necessity of and availability of local pilots).

- 2. Hydrographic features.

Tidal ranges and interval, currents, sea and swell.

- (b) Berthing facilities.

- 1. Anchorage and moorings.

Tabulate number of free-swinging anchorage berths available.
 Locate and give dimensions and capacities of buoy moorings.

- 2. Piers and wharves.

General summary covering:
 Distribution and grouping on harbor.
 Total footage, with depths alongside.
 Total berthing capacity by vessel types.

Tabulation of details of each wharf unit.
Outline as follows:

- a. Name.
- b. Location
- c. Use.
- d. Type and construction.
- e. Dimensions:
 - Length.
 - Depths alongside (l.w.)
 - Width of apron.
 - Height of deck above low water.
 - Capacity per sq. ft.
- f. Berthage (capacity by vessel type.)
- g. Sheds on wharf suitable for storage:
 - Number.
 - Type of construction.
 - Dimensions.
 - Number of floors.
 - Height between floors.
 - Total floor area.
- h. Mechanical handling facilities:
 - Number.
 - Type.
 - Max. lift capacity.
 - Reach.
 - Type of power.
- i. Rail and road connections:
 - Number, location, and gauge of tracks.
 - Position of tracks for direct loading to cars.
 - Accessibility to wharf by trucks.
- j. Water supply (number and capacity of connections).
- k. Electricity.

(c) Naval factories and shops.

Discuss location, size, equipment, and output.

(d) Ship construction and repair facilities.

Include:

- Tabulation of dimensions of dry docks and building ways.
- Discussion of shops and equipment.
- Recent construction and repair records.

(e) Supplies.

1. Fuel.

Give details of storage and handling facilities for fuel oil, gasoline, and coal. Include storage capacities, normal stocks on hand, and description of bunkering installations.

2. Water.

Brief summary of source, quality, method and rate of delivery to ships.

3. Electric power.

Indicate sources of power for base. Locate and give details of any generating plant located at base.

4. Munitions.

Locate and describe munitions warehouses and dumps.

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(f) Storage and billeting facilities.

Locate and give dimensional and capacity details.

(g) Personnel.

Table of organization for the base, and normal complement.

(h) Defenses.

Locate and describe fixed defenses of base.

O. Other naval installations.

Treat all other naval establishments not classed as bases or stations, i.e., ordnance plants, training schools, research laboratories, etc.

D. Fleet.

(1) Organization.

Brief summary or diagrammatic chart.

(2) Elements.

Tabulate ships by type, summarizing significant data on size, speed, power, and armament.

67. Principal Sources.

A. Evaluation.

Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources with a general appraisal of their reliability, age, etc.

B. List.

6. Ports, Shipping, and Navy (Brief)

A full summary of chapter (about 10 to 15 pages) giving essential facts for inclusion in Chapter I, with separate headings for each principal and secondary port (include summary tabulation). This can be about 3 times as long as Topic 60. The most important maps may be repeated in Chapter I, and reference to them should be included in text.

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CHAPTER VII

TRANSPORTATION AND TELECOMMUNICATIONSPart 1 - Transportation

70. Introduction

General statement of scope of Part 1. Invite attention to important illustrative material.

Brief summary (shorter than the Brief for Chapter I). Mention outstanding natural arteries of movement, their adequacy, and vulnerability. Other general items such as plan of organization, but only if necessary.

71. Railroads

(Much of the information can be presented on large scale, contoured or hachured, annotated maps.)

Pattern and significance (including operating and disused lines, mileages and gauges of track, weather conditions that affect operating, railroad defense precautions); construction of road-bed and track (rails, fastenings, ties, ballast, permissible axle-loads and weight restrictions, radius of curves, gradients switches); signalling system and methods of operation; loading gauge; locomotives (types and gauges, numbers, tractive effort, fuel and sources, brakes, couplings and buffers); rolling stock, freight and passenger (types and gauges, numbers, brakes, couplings and buffers, capacity); repair facilities and shops (location and capacity of shops and depots; location and capacity of roundhouses); principal bridges and tunnels (spans, length and type of construction); vulnerable points; traffic (freight, passenger; map) capacity (limiting factors, speeds and weight, number of trains per day; cite performance records if available); administration.

72. Roads and Trails

Pattern, adequacy and vulnerability; road widths and classification; methods of road construction (including sources of material and equipment available); general standard of maintenance; bearing capacity of road margins; grades and bridges, ferries (motive power, condition, capacity, crossing

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time, seasonal restrictions) and fords (width, depth, stream bed, approaches); seasonal variations in road conditions; administration; road signs; road numbering system (where used); types of vehicles and traffic; map; repair facilities.

73. Inland waterways

Pattern, significance, and vulnerability; principal routes; craft (types, measurements, capacity, power, numbers, propulsion); controlling depths, frequency of dredging; seasonal limitations; principal engineering works (locks, barrages); terminals and loading and unloading places; bridge clearance; water sources; administration; fuel supplies; construction and repair yards; traffic (quantity and principal commodities). Individual description of principal canals, rivers, lakes, etc.; name or names; location of mouth or confluences; navigability; limitations (draft, headroom, breadth); principal engineering works; current speeds; seasonal and tidal variations; principal ports; remarks.

74. Pipelines

Pattern, significance, and vulnerability; capacity, terminals; facilities, and equipment; ownership and nature of operation and maintenance.

Part II - Telecommunications

75. General

- A. Administrations.
- B. Coverage and quality.
- C. Trends and developments.

76. Domestic Telecommunications Networks.

- A. Organization
- B. Telephone
 - (1) Outside system.
 - (a) Lines.
 - (b) Cables
 - (c) Maintenance
 - (d) Effect of the war
 - (2) Inside system.
- C. Telegraph system.
 - (1) Outside system.
 - (2) Inside system.
- D. Radio.

77. International Telecommunications Networks.

- A. Radio.
- B. Telephone and telegraph.
- C. Submarine cables.

78. Broadcasting.

- A. General.
- B. Transmitting equipment.
- C. Receivers.
- D. Reconstruction.

79. Principal Sources

- A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.

- B. List.

** * * * *

7. Transportation and Telecommunications (Brief).

A full summary of chapter (about 10 pages) giving essential facts to be included in Chapter I. The most important maps may be repeated in Chapter I, and references to them should be included in the text.

CHAPTER VIII

CITIES AND TOWNS

80. General Description

- A. Pattern of urban settlement.
- B. Degree of urbanization.
- C. Functions of cities and towns.
- D. General characteristics of cities and towns in the area.
- E. Major cities.
- F. Table of principal cities and towns (a few words describing each: location, population, major functions, etc.).

81. Principal Cities and Towns (May be subdivided by regions if desired.)

- A. City, Population - if no data, estimate.

(For headings below, especially from (2) to (12), words to be used only to supplement or clarify maps and tables.)

- (1) Location and importance from the standpoint of strategic position, trade, political significance, etc.
- (2) Means of access.
 - (a) Water.
 - (b) Rail.
 - (c) Road.
 - (d) Air.
- (3) Physical characteristics (site and pattern).
 - (a) Relation to surface features.
 - (b) Shape and dimensions.
 - (c) Degree of compactness and chief open spaces.
 - (d) Street plan.
 - (e) Differentiated sections - commercial, residential of various types, industrial.
- (4) Factories.
- (5) Warehouses and storage.
- (6) Billeting facilities.
 - (a) Military barracks.
 - (b) Schools.
 - (c) Hotels.
 - (d) Campgrounds, parks, or vacant land suitable for campground.

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(7) Health and sanitation facilities.

(a) Hospitals and medical personnel.

(b) Sewage disposal.

(8) Buildings (other).

(9) Internal transportation.

(a) Subway or rail.

(b) Streetcar.

(c) Road (auto, bus, truck).

(d) Canal and river ferry.

(10) Developed municipal water supply.

(a) Source.

(b) Purification.

(c) Distribution.

(11) Other public utilities.

(a) Power.

(b) Ice.

(c) Gas.

(d) Communications.

1. Telephone.

2. Telegraph.

3. Cable.

4. Wireless (radio)

(e) Fire fighting.

(12) Repair and Service facilities.

(Marine facilities are described in Chapter VI)

(a) Railroad, streetcar.

(b) Machine shops and foundries.

(c) Garages.

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List.

* * * * *

8. Cities and Towns (Brief)

A full summary of chapter (about 10 to 20 pages) giving essential facts to be included in Chapter I. Important maps may be repeated in Chapter I, and should be cited in the text.

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CHAPTER IX

RESOURCES AND TRADE

90. Introduction

Brief topical summary of chapter, giving salient features of information under each main heading. A regional summary affording the reader a general picture of the geographical concentration of activities should be emphasized; for instance: "The growth of turnips and the cultivation of babassu nuts is largely concentrated in Bulova, Gruen, and Lady Hamilton Provinces, whereas the only intense cultivation of rutabagas is found in Central Coca Cola". (The same regional breakdown, if one is formed by grouping political subdivisions or delineating natural geographic provinces, should be followed throughout Chapter IX. Other significant items such as farming methods, principal food products, fisheries, agricultural economic conditions, mineral resources, etc., should be generalized to provide a comprehensive summary of the whole chapter.

Part 1. Food Resources

(Short unnumbered introduction)

91. Agriculture

A. General. Relative importance in national economy; statement of degree of self-sufficiency or deficiency and importance, if any, to the United States.

B. Geographical distribution.

(1) Type and location of agricultural areas in country or or area as a whole (illustrated by map).

(2) Agricultural regions and their characteristics, including principal crops of each; percentages and parts of regions cultivated (illustrated by map).

C. Economic distribution. Size of farms; ownership; tenantry; organization of combines or cooperatives; government aids and controls both local and national.

D. Methods.

- (1) Growing and cultivation. Should include methods of plowing, seeding, cultivation, etc.; dry farming or adequate rainfall; irrigation - discuss water resources as related to agriculture; use of machinery and fertilizer; seasonal factors (crop calendar), etc.
- (2) Harvesting. Methods, use of machinery, etc.
- (3) Initial processing. Should include threshing, ginning, hulling, packing, general preparation of product for market.
- (4) Local marketing. Marketing of products for local consumption, further processing or ultimate export.

E. Agricultural labor. Family establishments; combines or cooperatives; employment of migratory labor; percentage of population engaged, etc.

F. Agricultural non-food products. Should include fibers, silk furs, and animal non-food products; sources, amounts, quality producing areas; stocks and storage facilities; any other pertinent detail.

92. Food Resources

A. Food products.

- (1) Production. Discussion of marketable food crops: grains, fruits, vegetables, etc.; animal and poultry husbandry; quantities produced; quality; trends; surpluses for export, etc.
- (2) Consumption. Figures on national diet showing caloric intake, etc.; regional variations showing surpluses or deficits of various foods; conditions of distribution dependence on imports; any other data pertinent to food consumption especially that which might be affected by military operations.

B. Fisheries

- (1) Salt water. Fishing grounds and banks where professional fishing boats operate; number of vessels and persons engaged; methods and equipment used; principal fishing ports; types caught; production figures on live catch including shellfish.
- (2) Fresh water. Rivers, lakes, reservoirs or other areas fished; culture or propagation of edible fish in ponds, etc.; methods and equipment; types caught; production, etc.

C. Food processing and storage. Milling, canning, baking, brewing, refrigeration, etc.; extent; production; geographical distribution; methods; numbers employed, etc.

Part 2

Water, Raw Material, and Electric Power Resources

(Short unnumbered introduction.)

93. Water Resources

- A. General. Sources; quality; availability; sufficiency or deficiency by regions.
- B. Surface water. Precipitation; runoff; storage; quality; seasonability; volume, etc.
- C. Ground water. Water tables; locations and depths of wells; artesian flow; relation to permafrost where applicable; volume; quality, fluorine or other mineral content; methods of recovery, etc. (Reference should be made to irrigation, Topic 91, D, (1), and to developed water supplies, Chapter VIII.)

94. Construction materials

Location, distribution, kind, quality, quantity, reserves and ownership of construction timber, stone, clay, sand, gravel, lime, cement, etc.; methods of extraction, transport, and marketing; describe facilities for or methods of initial processing where they are located at or near deposits. (If of significant importance in the national economy, forestry should be given full treatment in this topic. Refer to Topic 96 for forest products other than construction timber.)

95. Mineral Resources

- A. General. Position of country or area in world production of most significant minerals, fuels, etc. Relative importance to national economy. Position with regard to export, net domestic consumption, import of materials, and importance of area to United States. Any general significant facts including geographical aspects of mining, etc.
- B. Minerals (except fuels). Location and production (including location and status of unworked mines) of minerals by types; quality, percentages of mineral content of ores; mining methods; power, water and fuel availability and requirements reserves; labor supply. (Include iron and alloy metals, non ferrous metals, and non-metallic minerals.) Describe facilities for or methods of initial processing where they are located at or near deposits.
- C. Fuels. Coal, peat, gas, petroleum (natural and synthetic), firewood. Sources, quality, quantity, stocks and storage facilities; distribution by type and location; uses; methods and routes of transportation; ownership; labor supply.

96. Forest and Marine Products.

- A. Forest Products. Include materials other than construction timber; gums, resins, turpentine, spices, bark products, special purpose woods such as balsa and mahogany; etc.
- B. Marine products. Shells, sponges, non-edible fish or whale oils, kelp and other seaweeds, etc.

97. A. Hydro-electric generation. Geographical location; types of installations including types of dams, penstocks, generator equipment; capacity; potential capacity; normal output; seasonal fluctuations if any; facilities for repair and replacement; operating organizations, etc.

- B. Thermal generation. Same as above; describe auxiliary facilities in case of breakdowns or excessive loads.
- C. Transmission and consumer distribution. Grid systems (if any); type of current; transformer and switching equipment; substations; characteristics of local distribution; uses of power, amounts consumed; available surplus over peak loads; operating organizations.

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Part 3

Manufacturing, Trade, and Finance

(Short unnumbered introduction.)

98. Manufacturing.

- A. General. Importance of industry as a whole to national economy; geographic distribution; ownership and operation; principal problems and trends (availability of machinery and raw materials, labor problems, etc.; generalization of principal products, etc.; significance to the United States.
- B. Manufacturing plants and products. Follow breakdown by industries with geographical distribution of each (heavy industries, important consumer industries, handicraft industries if significant; always include munitions, aviation, automotive, and shipbuilding industries). Location of plants; physical descriptions; production and trends; consumption of raw materials; power, water, and fuel requirements; labor quality and supply; ownership and operation; destination of final products; government or other controls and subsidies; special concentrations of key industries with respect to vulnerability, etc.; reparability; usefulness to military forces or civilian population.

99. Commerce and Finance

A. Commerce (very brief).

Flow of trade; commodities, origins, and destinations (provide flow maps where possible); foreign and international trade including that moved overland; trade outlets and organizations; tariffs, subsidies, other government aids, etc.; importance to United States and other nations.

B. Finance (very brief).

Currency and coinage (note issue); foreign exchange and purchasing power of monetary unit; brief descriptions of banking system, including methods of transferring funds, payments, etc.; tax structure, including incidence and collection of taxes. Provide table of currency equivalents where they are complex.

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Principal Sources (unnumbered)

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List of references.

* * * * *

9. Resources and Trade (Brief)

A full summary of chapter (about 10 pages) giving essential facts to be included in Chapter I. The most important maps may be repeated in Chapter I, and references to them should be included in the text.

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OUTLINE GUIDE FOR JANIS

CHAPTER X

PEOPLE AND GOVERNMENT

(Make use, where appropriate, of comparisons of conditions with those of other countries, especially the United States. Topics and subtopics commonly begin with untitled summary.)

100. Introduction (Succinct)

Significance of the area in world affairs and to its neighbors.

A. Summary. (General character of the society; main ideological basis and trends.)

B. Historical setting. Emphasis on evolution of present frontiers and sovereignty of state political development and growth of constitutional ideas, etc. (Include brief chronological tabulation).

C. Political subdivisions of area.

101. Population: Numerical Distribution (By totals and by groups; size, distribution, density, age groups, and trend rate of increase or population.)

102. Population: Cultural and Physical Characteristics

A. General characteristics of the people.

(1) Languages. (If possible, give localized distribution, with maps, of major languages by local percentage of inhabitants. Nature of the languages and differences between written and spoken languages. Indicate extent of local knowledge of English or other common foreign language or lingua franca.)

(2) Religion.

(a) Political significance of religion. Attitudes of government toward religious groups.

(b) Distribution of the principal faiths by local percentage of inhabitants. (Include important sects, if any. Are specific religious faiths associated with specific ethnic groups?)

(c) Character of faiths. (Dogma, practice.)

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- (d) Organizational outline of religious institutions.
- (e) Brief characterization of key individuals in the organizations.
- (f) Features of religion which have important bearing on the daily life of people, or on their relations with or attitude toward outsiders and foreigners.
- (3) Physical characteristics. (Physical description and areal distribution of main racial groups. Note physical traits, racial or otherwise, which distinguish groups from neighbors.)
- (4) Social stratification. (Main divisions, trends.)
- (5) Social groups. (Family, clan, secret societies, guilds, cooperatives, business and professional associations, labor union, etc. Brief, concentrating on differences from U.S.)
- (6) Pattern of living. (Homes and modes of living, rural and urban, particularly aspects likely to affect relations with people from outside.)
- (7) Education.
 - (a) Character and adequacy. (Aims, extent of educational opportunity (public and private), literacy percent.)
 - (b) School system. (Organization, curricula, extent and nature of governmental influence.)
 - (c) Universities. (Location, student attitude, leaders.)
 - (d) Political impact of educational system.
- (8) Dissemination of news and propaganda. (Effectiveness; number of people reached.)
 - (a) Newspapers, magazines, radio, motion pictures.
 - (b) Other customary methods of disseminating information or propaganda.

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B. Regional ethnic group I (if such groups exist).

(Length of treatment to be dependent upon importance of group.)

(1) Size and location.

(2) Characteristics. (Description of the group, emphasizing significant distinctive characteristics and the extent of divergence from rest of JANIS area. Sub-topics of 102, A, should be kept in mind.)

C. Regional ethnic group II (if any).

103. Labor

A. Supply. (Detailed treatment desired.) Numbers of workers of various skills available. Customary types of employment of women.

B. Characteristics. Wages and hours, working conditions, labor organizations, and methods of obtaining workers.

C. Brief characterization of key individuals in the labor scene.

104. Government. (Give a realistic account of the way the government actually works, as well as a sketch of the legal, official mechanism of government.)

A. General characteristics. (Including degree of centralization, policies towards minorities, roots in the past, etc.)

B. National government.

(1) Legal bases of existence.

(2) Functions.

(3) Organizational structure. (Legislation, administration, finance.)

(4) Actual methods of operation. (Including electoral process, nominations, role of armed forces.)

(5) Key individuals.

C. Provincial government.

D. Local government.

E. Other governmental units. (Those not organized in the above scheme. Aboriginal reservations, administrative organizations with special forms or jurisdictions, e.g. army or navy defense organizations, etc.)

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105. Political Factors

A. Introduction. (Summary of issues, parties, coalitions, and pressure groups. Relationship of parties to government.)

B. Political groupings.

(1) Group 1. (Aims and ideology, position on issues, strength, activities, propaganda media, leaders, attitude toward opposition, attitudes toward and relations with foreign powers.)

(2) Group 2.
Etc.

C. Popular participation in politics. (Informal activities such as demonstrations and strikes; civil rights in theory and practice.)

106. Internal Security and Public Order

Courts and legal systems.

(1) Legal system. (Essential character, and comparison with American system.)

(2) Supreme Court.

(3) Lower courts.

B. Police. (Law enforcement and intelligence agencies.)

(1) Agency 1. (Functions, organization, methods, effectiveness, strictness, honesty, morale, key individuals; attitude of public toward police.)

(2) Agency 2.
Etc.

107. Principal Sources

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List.

108. Appendix

Constitution, etc.

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10. People and Government (For Chapter I, Brief.)

A full summary of the chapter, (about 10 pages) with text citation of principal maps to be repeated in Chapter I.)

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Proposed Guide for Shortened Outline of JANIS

Chapter XI

HEALTH AND SANITATION

110. INTRODUCTION AND SUMMARY

A. Introduction.

State scope of study, definition of terms, and evaluation of information.

B. Summary.

Summarize the main facts contained in the study. Omit the recommendations. This summary should be a brief of the Brief.

111. ENVIRONMENT

A. Introduction.

Include brief statements regarding topographic and climatic conditions (terrain features, cold and hot seasons, wet and dry seasons) in relation to their effects on health and sanitation.

B. Water.

Discuss sources, adequacy, developed supply systems, treatment, potability, and sanitary quality.

C. Waste Disposal.

Discuss collection and disposal of sewage and other wastes, including incineration facilities and treatment of effluents.

D. Food in Relation to Health.

Discuss production and consumption of basic dietary staples, adequacy of amounts raised, storage and refrigeration facilities, and general nutritional status of the native inhabitants.

E. Plant and Animal Life.

1. Plants.

List the more important dangerous species and discuss briefly the allergenic plants.

2. Animals.

Discuss only the principal species that may affect the health of those living in the area, including vectors, intermediate hosts, and reservoirs of disease organisms,

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112. DISEASE INFORMATION

A. Diseases of Military Importance.

1. Diseases of Major Importance.
2. Diseases of Potential Importance.
3. Diseases of Minor Importance.

B. Other Diseases.

113. PUBLIC HEALTH AND MEDICAL FACILITIES

A. Public Health Organization.

Only a brief account is needed of the organization and administration of the government departments of health, possibly supported by a chart. Quarantine regulations and other pertinent control measures safeguarding the public health may be summarized.

B. Hospitals and Medical Institutions.

Only the total number of hospitals and beds available should be listed by locality. Summarize information concerning medical colleges, training schools, and laboratories.

C. Medical Personnel.

Include physicians, dentists, nurses, veterinarians, laboratory technicians, midwives, and (when appropriate) non-professional personnel.

D. Social Services.

Include Welfare organizations (public and private), Missions, Red Cross, etc.

114. RECOMMENDATIONS

As in past JANIS

115. PRINCIPAL SOURCES

A. Evaluation.

B. List.

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OUTLINE GUIDE FOR JANIS

CHAPTER XII

AVIATION

120. Introduction

- A. Scope of chapter (briefly indicating organization and content).
- B. General summary (including discussion of the status of aviation in general in the area and the relative position of military aviation).
 - (1) Military aviation (brief, general).
 - (2) Civil aviation (brief, general).
 - (3) Aircraft development (trends, significant progress).
(Aircraft manufacture is described in Chapter IX).
 - (4) Facilities in general (quality of airfields in general, tabular summary of number and classification of fields; breakdown by regions if desirable).

121. Military Aviation

- A. Organization (command and tactical organization, relationship to army and navy commands, etc.).
- B. Strength and capabilities.
- C. Bases (general discussion, including location, size and nature of facilities of fields and bases operated by the army and navy for exclusive military use; not a regular airfield list).

122. Civil Aviation

- A. Firms or government agencies engaged (organization, officials, foreign and domestic capital invested, etc.).
- B. Operations and equipment.
 - (1) Routes, schedules, stops.
 - (2) Equipment (including maintenance, replacements, fuel, etc.).
 - (3) Personnel (numbers, training, ability, foreign pilots used?, etc.).
 - (4) Traffic (including nature and volume, operations methods, dispatching, etc.).

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123. Navigation and Communications Facilities (radio, radar, blind approach systems, etc.)
124. Air Facilities, Main List (standard list of airfields with surfaced runways, facilities, etc., on which information is relatively complete).
125. Air Facilities, Supplemental List (airfields without extensive facilities or about which information is incomplete).
126. Principal Sources.
 - A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)
 - B. List.

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Suggested maps:

Military airbase complex
Commercial airlines
Commercial airlines traffic flow (number of flights)
Airfields on main list
Airfields on supplemental list
Possible airfield sites

* * * * *

12. Aviation (Brief)

A full summary of the chapter for inclusion in Chapter I. The most important maps may be repeated in Chapter I, and reference to them should be included in the text of the Brief.

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OUTLINE GUIDE FOR JANIS

CHAPTER XIII

GAZETTEER AND MAP APPRAISAL

130. Gazetteer.

Introduction: Brief statement of standard source of place names, basis of GBN decisions (method of transliteration), problem of variants, etc.

Name	Designation	Location		Variants
		' N(S) o ' E(W)		
	A			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	B			
_____	_____	_____	_____	_____

131. Map Appraisal

Introduction: Brief characterization of maps and map coverage of the area.

A. General topographic maps.

(1) Maps at scale of 1:1,000,000.

(a) Maps printed by local government.

1. Description.2. Evaluation.

(b) Army Map Service.

1. Description2. Evaluation

(c) Geographical Section General Staff (British).

1. Description.2. Evaluation

(d) Other foreign maps.

1. Description.2. Evaluation.

(2), (3), etc., Maps at scale _____ (next larger scales).

(a) Local Government.

1. Description.2. Evaluation.